

Telephone: (204) 927-2310



Fax: (204) 927-2321

The CATHOLIC WOMEN'S LEAGUE of CANADA

C-702 Scotland Avenue, Winnipeg, MB R3M 1X5

Website: www.cwl.ca E-mail: info@cwl.ca

MEMO

Date: March 26, 2020

Re: Updates to the *National Manual of Policy and Procedure*

Following are instructions for updating the *National Manual of Policy and Procedure* (2019). A digital, current and searchable version of the *National Manual of Policy and Procedure* is available free of charge on the League website at cwl.ca for those who choose not to maintain a paper copy.

Remove	Insert	Page/Line reference	Description of Change
23-24	23-24	Page 23, Lines 3-6	Changes attendance provisions at WUCWO general assemblies
37-38	37-38	Page 37 Lines 19 & 26	Increases the Bellelle Guerin application fee from \$75.00 to \$100.00
53-54	53-54	Page 53, Lines 23-24	Clarifies who takes the vote to amalgamate
		Page 53, Lines 27-29	Expands the list of members on the charter document
59-60	59-60	Page 60, Lines 16-18	Places the responsibility for costs of operating a regional council on the level that instituted it
75-76	75-76	Page 75, Line 21 Page 76, Line 3	Change "directive" to "communique"
		Page 76, Lines 22-23	Insert alternate deadline dates dependent on reporting method
107-108	107-108	Page 108, Line 27	Clarify standing committees are not elected by majority vote
123-128	123-128	Page 124, Line 15	Change "carried/defeated" to "adopted/lost or rejected"
		Page 125, Line 2	Refer to instructions for online membership
		Page 127, Lines 20-21	Liability insurance is remitted with per capita fees
142-143	142-143	Page 142, Line 36	Removed Persons in photographs needn't be identified
151-152	151-152	Page 152, Lines 3, 12, 15, 22, 24	Change "accepted" to "adopted"
155-158	155-158	Page 155, Lines 3	Change "accepted" to "adopted"
		Page 156, Lines 29-30	Clarifies the procedure for adopting standing rules
		Page 157, Lines 5, 6, 7, 8, 11, 13, 26	Change "discussion" to "debate"
		Page 157, Lines 19-24	Change "carried/defeated" to "adopted/lost or rejected"
181-182	181-182	Page 181, Lines 5-8	Update the mission statement
183-184	183-184	Page 184, New Lines 13-14	Stresses the need for following all diocesan screening protocols
191-194	191-194	Page 192, Lines 12, 24, 35 and Page 193, Lines 7, 11	Change "carried" to "adopted"
197-201	197-201	Page 197, Line 7	Remove condition that resolutions be presented after chairpersons' reports

1 League’s commitment to having an elected board member is the payment of all expenses for the
2 board member to attend all board meetings during her four-year term of office.

3 Recognizing the great need for active League participation in WUCWO, the League also makes on-
4 going financial provision for the national president, as national chairperson of international
5 relations, and the national president-elect to attend WUCWO general assemblies held every four
6 years.

7 OTHER AFFILIATIONS

8 COOPERATION WITH OTHER ORGANIZATIONS

9 The League’s policy is “to cooperate at all levels with other organizations where and in whatever
10 manner the council concerned agrees is necessary or desirable to accomplish the objects of the
11 League.”

12 For the purposes of this document, cooperation means working together for a common objective.
13 By cooperating with the many community-based worthwhile organizations and offering financial
14 assistance in their endeavours, members across Canada are upholding the Objects of the League in
15 accordance with the *Constitution & Bylaws*.

16 Before councils cooperate with another organization, the following guidelines shall be considered:

- 17 1. Review the organization’s constitution, bylaws, list of offices/officers, sponsors, policies and
18 objects.
- 19 2. Ensure that the policies and objects of the organization conform with the objects and policies of
20 the League.
- 21 3. Investigate the reputation of the organization in the community.

22 In financially supporting another organization, care should be taken that donated funds will be used
23 by organizations that uphold Catholic teachings and values.

24 In cooperating with other organizations, councils are required to:

- 25 1. Enter into a cooperation agreement by motion of their council.
- 26 2. Implement policies and guidelines outlining their council’s level of cooperation with the
27 organization.
- 28 3. Not send representation nor hold position/office in the other organization.
- 29 4. Not undertake the work of the other organization.

30 AFFILIATIONS

31 The Catholic Women’s League of Canada has been officially affiliated by motion with the Catholic
32 Health Alliance of Canada and its provincial counterparts since 1983.

33 Before participating in a coalition/affiliation with another organization, the following guidelines
34 shall be considered:

- 35 1. Review the organization’s constitution, bylaws, list of offices/officers, sponsors, policies and
36 objects.
- 37 2. Ensure that the policies and objects of the organization conform with the Objects and policies of
38 the League.

- 1 3. Investigate the reputation of the organization in the community.
- 2 4. While League involvement with another organization may focus on one common issue or
3 concern, the council must ensure such involvement does not give credibility to or condone
4 other stands taken by the proposed coalition/affiliation organization that are not compatible
5 with the objects and policies of the League.
- 6 5. It is not advisable for councils to affiliate with any other organization/group by payment of
7 membership dues.
- 8 6. Determine how the proposed coalition/affiliation would affect the League in matters such as:
9 a. circulation of common material by either i) the coalition/affiliation, or ii) the League.
10 b. the duration of the coalition/affiliation between the organizations.
11 c. if the League name is to be used in publications and what control the League has over
12 publication content.
13 d. if League participation is for a specific issue/topic and if the issue/topic is to be named.
14 e. if the coalition/affiliation is to be allowed to include the League's name in advertising and
15 in any common publication or material, and what control the League has over the content
16 of such material.
- 17 7. Participation in a coalition/affiliation shall be determined by a motion of the members at a
18 council meeting, after matters outlined in sections one to six have been determined and agreed
19 upon by both the League and the coalition/affiliation organization, or by motion to become
20 effective subject to the satisfaction of all such matters.
- 21 8. Resolutions that have been developed and researched by other groups or organizations shall
22 not be accepted as resolutions of The Catholic Women's League of Canada.

23

IMPACT OF AFFILIATION WITH ANOTHER ORGANIZATION

24 Any member who becomes a director of another organization is bound to a duty of loyalty to that
25 organization while she is at that table and is not a representative of the League.

26 As a member on a board of another organization, The Catholic Women's League of Canada's
27 directors' and officers' liability insurance will not cover her in that position.

28

[The next page is page 31.]

1 **Bellelle Guerin Award and Pin**

2 The Bellelle Guerin Award is presented to members who do not qualify for life membership and
3 who demonstrate love of the League and an availability and willingness to continue to serve.
4 Nominating councils are reminded that the nominee must be an exemplary member of the League,
5 serving at more than one level, who does not and will not qualify for life membership.

6 **Criteria for Bellelle Guerin Award**

- 7 1. The nominee must have been a member of the League in good standing for at least 25 years.
- 8 2. The nominee must have been active on her parish council(s) for the 25 years.
- 9 3. The nominee must have served on the parish executive.
- 10 4. The nominee must have served on the diocesan/provincial executive.
- 11 5. The nominee must have given extraordinary service to the League, contributing at the parish
12 and diocesan [where applicable] and/or provincial level.
- 13 6. The nominee must have demonstrated her love of the League through her words and actions.

14 **Nomination Process for the Bellelle Guerin Award**

- 15 1. Nominations for the Bellelle Guerin Award may be submitted by a parish, diocesan and/or
16 provincial council.
- 17 2. The nomination form for the Bellelle Guerin Award completed by the nominating council
18 president, the Bellelle Guerin Recipient Life Member Waiver completed by the nominee, and
19 the \$100.00 paid by the nominating council form the complete application.
- 20 3. The nominating president forwards the nomination form to the parish, diocesan [where
21 applicable] and/or provincial president for signature.
- 22 4. The nomination form must be signed by the parish, diocesan [where applicable] and provincial
23 president for approval. It is the responsibility of the nominating council to ensure that the
24 nomination form is signed by all levels.
- 25 5. The nominating council forwards the signed nomination form and signed waiver to national
26 office along with the \$100.00 fee.
- 27 6. National office sends the certificate and pin to the nominating council for presentation. The
28 presentation may take place at a parish celebration or a diocesan or provincial convention
29 where appropriate.

30 **Life Member Pin**

31 Life member pins are presented to members awarded life membership in national council
32 according to established criteria. The life member pin takes precedence over all other League pins,
33 except the national president pin and honorary life member pin, and should be worn on all official
34 occasions.

35 **Honorary Life Member Pin**

36 An honorary life member pin is awarded to each retiring national president at the termination of
37 her term of office.

38

1 **Certificate of Merit**

2 The certificate of merit was introduced in 1974 to afford recognition to anyone, League member or
 3 not, Catholic or non-Catholic, male or female, who has aided the work of the council generally or
 4 with a specific project. This certificate, bearing the League crest on a gold seal, is mailed to the
 5 council and the presenting council completes the details.

6 **Council Anniversary Certificate**

7 Introduced in 1988, the council anniversary certificate is awarded by diocesan councils to parish
 8 councils in recognition of years of service.

9 **Scholarship Certificate**

10 Introduced in 1994, the scholarship certificate is used by councils awarding scholarships to
 11 students.

12 **Comparison of Pins and Awards Requiring Nomination to National Level**

Criteria	Maple Leaf Service Pin	Bellelle Guerin Award	Life Membership
Minimum years of service	Suggested 7 to 10	25	10
Description of nominee's service	Exceptional or meritorious service on a one-time basis or over several years; criteria as determined by the nominating council	1. Active service at the parish level 2. Service on the parish executive 3. Service at diocesan and/or provincial level 4. Extraordinary service to the League, contributing at the parish and diocesan [where applicable] and/or provincial level	1. Continued involvement at the parish level 2. Four years at diocesan level, including term as diocesan president 3. Four years at provincial level, excluding term served as diocesan president 4. Special norms for Military Ordinariate, Newfoundland and Labrador, Ontario and Prince Edward Island are on page 33

13

14

- 1 4. Consult with the diocesan president and diocesan spiritual advisor if no spiritual advisor is
2 appointed for the council or if problems arise.

3 **When Parishes Form a Cluster**

4 Where parishes cluster and the CWL members of one or more of these parishes wish to maintain
5 their local CWL parish council, the following steps should be taken by the CWL parish council
6 president:

- 7 1. Notify the diocesan president and diocesan spiritual advisor of the members' wishes.
8 2. Dialogue with the parish priests in an effort to foster mutual understanding of the members'
9 desire to continue their League commitment.
10 3. Submit, to the pastor in the seat of the parish, the name and address of a lay deacon/religious
11 sister or parish worker who could serve as spiritual advisor. Keep spiritual activities alive in the
12 parish and continue with League programs.
13 4. Maintain close liaison with the diocesan council. Be prepared to promote and encourage women
14 of the "host" parish either to join the existing CWL parish council or to form a CWL parish
15 council of their own.

16 **When Parishes Amalgamate**

17 In the case where two or more parishes amalgamate and the CWL parish councils decide to
18 amalgamate to form a new council, the parish council presidents should follow these procedures:

- 19 1. Take time to allow members to adapt to the change.
20 2. Seek assistance from the diocesan/provincial president and spiritual advisor.
21 3. Prepare a written notice to amalgamate to be sent to all members in both councils advising of
22 the intention to discuss and vote on the proposed amalgamation.
23 4. Arrange a special joint meeting of the CWL parish councils. Invite the diocesan/provincial
24 president to attend and take the vote on amalgamation.
25 5. Arrange a special joint liturgical service planned by the chairpersons of spiritual development
26 of both councils.
27 6. Once the motion to amalgamate is carried, all members automatically become members of the
28 new council. Everyone who is a paid member at the time of amalgamation shall be listed as a
29 charter member on the new charter issued by national office.
30 7. Notify the bishop of the diocese and the diocesan, provincial and national presidents and
31 spiritual advisors of the decision to amalgamate.
32 8. Take a vote on the distribution of funds of the former councils after the motion to amalgamate
33 is carried. When all outstanding bills have been paid and obligations met, any remaining funds
34 should be transferred to the newly amalgamated parish council's bank account, and the former
35 councils' bank accounts should be closed.
36 9. Ensure that valuable books, records, archival material, etc. are sent to the diocesan council for
37 safekeeping. Return the former council's original charters to national office for safekeeping.
38 Consideration may be given to making a copy of the original charters for display in the "host"
39 parish, along with the new charter that will be received.
40 10. Send an annual report for the year the council amalgamates to the diocesan council for
41 recording in the diocesan books. Include a brief history and reasons for amalgamation.

- 1 The diocesan president should:
- 2 1. Provide support and assistance.
 - 3 2. Preside over the meeting called to take the vote to amalgamate.
 - 4 3. Assist in the procedure and encourage members to continue their membership.
 - 5 4. Accept the council records for safekeeping in the diocesan archives. Consider celebrating the
 - 6 acceptance of the archival records at a diocesan convention.
 - 7 5. Send a letter of appreciation to the newly formed parish council and officially inform the
 - 8 provincial president and chairperson of organization of the amalgamation. Inform national
 - 9 office that the CWL parish council is officially amalgamated.

10 **When Parishes Close**

11 A close liaison should exist between the spiritual advisor of the parish council and the bishop of the
12 diocese so that the status and needs of the council are recognized beforehand. When these needs
13 become apparent, the bishop will be consulted for advice and alternatives by the diocesan
14 president. Through the diocesan president, the CWL parish council affected should be given ample
15 time and opportunity to consider all options in light of impending changes.

16 Where a parish council chooses to remain open, the parish council president should:

- 17 1. Notify the diocesan president and consult with her about impending changes in status of the
- 18 parish and the future options available to the CWL parish council.
- 19 2. Inform the bishop in writing of members' wishes to pursue ongoing commitments in the
- 20 community. Be specific about parish work and members' involvement in parish life.
- 21 3. Ask the bishop to assign a spiritual advisor for the parish council – perhaps a religious sister of
- 22 lay parish work to provide spiritual direction.
- 23 4. Allow healing time associated with a parish closure.

24 If a decision is eventually taken to close the council (this may take one or two years), follow the
25 procedure for Disbanding a Parish Council. Diocesan presidents should follow the guideline as
26 outlined on page 56.

27 **INACTIVATING A PARISH COUNCIL**

28 There may be a time during the life of a council when it is necessary to become inactive. This may
29 be due to economic reasons, inability to attract new members or lack of involvement by current
30 members. Whatever the reason, the matter of becoming an inactive council should be discussed
31 with the members, the spiritual advisor and the diocesan president. The diocesan president should
32 assist in evaluating the situation within the council and may suggest alternatives to assist the
33 council in remaining active.

34 The parish council president should:

- 35 1. Prepare a written notice of motion to become inactive. Send it to all parish council members,
- 36 including the parish spiritual advisor and the diocesan president, advising of the intention to
- 37 discuss and vote on the motion and the date of the meeting.

- 1 2. Upon request of the majority of diocesan councils in the area concerned and where it is agreed
2 by motion by provincial council, regional committees may be established to function under
3 regulations set by the provincial council concerned.
- 4 3. The regional committee shall be composed of a chairperson, the presidents of the parish or
5 diocesan councils concerned and other members as required. The presidents of the parish or
6 diocesan councils on a regional committee are also members of the diocesan or provincial
7 executive (Part VIII, Section 2(b)). The regional chairperson, while not a member of the
8 diocesan/provincial executive, is responsible for facilitating timely communication between the
9 presidents on the regional committee and the diocesan/provincial president to enable those
10 presidents to fulfill their diocesan/provincial executive responsibilities (Part VIII, Section 3).
- 11 4. Where it is agreed by motion by diocesan or provincial councils, the chairpersons of a regional
12 committee may be members of that council. [Part VIII, Section 1 (b) & (c) and Part XV, Section 2
13 (d)]

14 C&B, Part XV, Section 2 (d) states: "Chairpersons of regional committees shall have accredited
15 delegate status if granted by diocesan or provincial councils." It should be pointed out, however,
16 that diocesan regional chairpersons may take advantage of their voting privileges only at their own
17 diocesan convention and not in other dioceses or at provincial or national conventions. Likewise, a
18 provincial regional chairperson's voting privileges would apply only at her own provincial
19 convention.

20 While some regional committees function with only a chairperson, a secretary and the parish
21 presidents, others include a treasurer and some or all chairpersons of the eight standing
22 committees and parish activities. With the exception of parish presidents, all are positions
23 appointed by the diocesan president in consultation with the regional chairperson.

24 The diocesan regional chairperson (may also be applied to provincial):

- 25 • is appointed by the diocesan president for a two-year term immediately following the election
26 of the diocesan president
- 27 • should be a past president of a parish council in that specific region
- 28 • serves as liaison between the parish councils and the diocesan council in her region, keeping
29 the line of communication open in both directions
- 30 • receives her instructions and information from the diocesan president
- 31 • keeps in close contact with the parish council presidents and deals with regional concerns
- 32 • reports her activities to the diocesan president
- 33 • plans the location of the regional meeting and looks after all arrangements
- 34 • is responsible for overseeing the mailing out of notices of regional meetings to the diocesan
35 executive and parish council presidents
- 36 • chairs the regional meeting
- 37 • attends diocesan executive meetings as representative of the parish council presidents in her
38 region

39 **Regional Chairpersons of Standing Committees**

40 Where there are regional chairpersons of standing committees (optional), they work under the
41 direction of the diocesan chairpersons and serve as a link between the parish and diocese.

1 **Regional Meetings**

2 Regional meetings, usually held twice a year, in the spring and fall, are open to all parish council
3 members. Parish council spiritual advisors are invited to attend and a liturgical celebration should
4 be part of the agenda.

5 Diocesan representatives should be invited to attend regional meetings and allowed time on the
6 agenda.

7 In dioceses with many councils, regional meetings alleviate the need for large numbers of parish
8 presidents to be present at executive meetings of the diocesan council.

9 Sometimes it is difficult for parish presidents to attend executive meetings of the diocesan council
10 because of the great distances to be travelled and the costs involved. The regional meetings serve to
11 keep the parish presidents in contact with their diocesan council and with each other.

12 The regional meeting is a good setting for councils to report on parish activities.

13 **FUNDING REGIONAL COMMITTEES**

14 An annual regional fee is collected from the parish councils to cover operating expenses. Travel
15 expenses of the parish presidents are a parish responsibility.

16 It is the responsibility of the diocesan/provincial councils, to see that full funding is provided to
17 meet the expenses of the regional chairperson to attend diocesan/provincial conventions, executive
18 meetings, etc.

19 [The next page is page 71.]

1 The audited financial statement presented by the treasurer is adopted by motion. The oral report of
2 the treasurer is not adopted by motion. No action of acceptance by the assembly is required – or
3 proper – on a financial report of the treasurer unless it is of sufficient importance, as an annual
4 report, to be referred to auditors. In the latter case it is the auditor’s report which the assembly
5 accepts by motion. A Financial Management Policy for national level is available on request from
6 national office.

7 **Past President**

8 Take charge of League history and archives or appoint an interested member. Bring scrapbook or
9 history to some meetings for members to see. Be responsible for reviewing biannually the council’s
10 manual of policy and procedure for any needed additions, deletions and corrections; all changes
11 must be brought to the membership (for parish councils) or the executive (for diocesan and
12 provincial councils) for approval before amending the manual. Engage members in the revisions
13 process by inviting them to forward to national office proposed revisions to the *National Manual of*
14 *Policy and Procedure* by December 1st of each year. Monitor/review the *National Manual of Policy*
15 *and Procedure* and the council manual.

16 **Chairpersons of Standing Committees (C&B Part XIII)**

17 Standing committees are the cornerstone of The Catholic Women’s League of Canada. Standing
18 committees will be led by a chairperson. She is encouraged to appoint assistants who will be named
19 “sub-committee chairpersons” and who will report to her regularly.

20 The standing committee chairperson shall:

- 21 1. Summarize memos or communiques from other levels and include the summary in her report.
- 22 2. Prepare a report of committee activities since the last regular meeting and incorporate
23 recommendations and plans for the future.
- 24 3. Have two copies of the report, one for her file and one for secretary.
- 25 4. Find more detailed information in *Parliamentary Procedure*, *Executive Handbook* and *Leading*
26 *the League*, available from national office.
- 27 5. In consultation with the council president, appoint sub-committee chairpersons to cover
28 specific headings under the committee to allow for more in-depth study and support for the
29 chairperson.

30 A sub-committee chairperson shall:

- 31 1. Become more knowledgeable about the committee in general and the topic in particular.
32 Study/research the topic using reports from church documents, royal commissions of inquiry,
33 parliamentary papers, independent reports, resource books and materials.
- 34 2. Be aware of what is happening locally, provincially, nationally and internationally through
35 newspapers, television, magazines, annual reports, local speakers, and/or resource persons.
- 36 3. Determine which aspects of the issue would/should concern the League.
- 37 4. Maintain regular contact with the chairperson, keeping her informed about:
38 • upcoming events relevant to the sub-committee, advising well in advance so information
39 may be circulated to other levels
40 • changing situations
41 • any special emphasis needed...when...why

- 1 5. Be prepared to attend meetings, conferences and seminars on the topic, with prior approval of
- 2 the chairperson.
- 3 6. Send information/communiques to the chairperson for circulation in order to avoid duplication
- 4 of effort.
- 5 7. Send a brief report of the work accomplished to the chairperson according to *Executive*
- 6 *Handbook* guidelines.

7 Operating expenses for a sub-committee chairperson are included as part of the expenses of the
 8 appropriate chairperson. The chairperson should be notified of any perceived need. Sub-committee
 9 chairperson’s expenses must be approved by the chairperson and executive and will be included
 10 under her budgetary allowance.

11 The sub-committee chairperson shall serve the same term as the chairperson. A second term may
 12 be served at the discretion of the new chairperson and in consultation with the sub-committee
 13 chairperson.

14 **Signing Officers**

15 Signing officers shall be the president, the treasurer and the recording secretary. All cheques must
 16 be signed by two of the signing officers.

17 **GUIDELINES FOR ANNUAL WRITTEN REPORTS**

18 Reports are an important means of communicating with others in the parish, community and
 19 country at large. Time lines are important in getting reports to the next level. The deadline dates for
 20 submission of annual reports are as follows.

21 From	To	By
22 Parish President	Diocesan President	December 15 by paper 23 January 15 electronically
24 Parish Chairpersons	Diocesan Chairpersons	December 15 by paper 25 January 15 electronically
26 Diocesan Chairpersons	Diocesan President 27 & Provincial Chairpersons	February 15
28 Diocesan Life Member Liaison	Provincial Life Member Liaison	February 15
29 Diocesan President	Provincial President	March 1
30 Provincial Chairpersons	Provincial President 31 & National Chairpersons	March 15
32 Provincial Life Member Liaison	National Life Member Liaison	March 15
33 Provincial Presidents	National President & National Office	March 31
34 National Life Member Liaison	National Organization Chairperson	March 31
35 National Chairpersons	National President & National Office	April 15
36 National President	National Office	April 30

- 1 nomination form be submitted. If the deadline date has passed, that council forfeits its privilege
 2 to nominate candidates for election.
- 3 2. Using the Candidates List, the chairperson (executive director for national elections) shall notify
 4 each member in writing of the office(s) for which she has been nominated. No information shall
 5 be given regarding the number of nominations received. No reply is required.
- 6 3. The chairperson of the nominations and elections committee (executive director for national
 7 elections) shall send a letter to any member on the Acceptance List not nominated for office
 8 advising her of this fact.

9 **Elections**

10 Confidentiality must be respected at all times during elections procedures.

Question	Parish	Diocese/Province	National
Who can vote?	Every member, including those on the nominations and elections committee	Parish/diocesan voting delegates	Provincial voting delegates
When is the election held?	At the January/February annual meeting	At the annual convention	
Is there an instructed vote on the first ballot?	No	Yes	

- 11 1. The president shall appoint a member, who is not a candidate for office, to be secretary of
 12 elections. At the national level, the executive director shall act as secretary of elections.
- 13 2. The president remains in the chair to preside over the annual meeting/convention, which is still
 14 in session. At the request of the president, the chairperson of elections provides a brief
 15 overview of the elections procedure. The president announces the voting results provided to
 16 her by the elections committee.
- 17 3. Prior to the actual election, the committee shall prepare on a flip chart or board, a complete list
 18 of offices and the names of the candidates for each office. This list is kept in confidence until
 19 time for its posting.
- 20 4. At the parish level, the elections committee may request candidates to speak for a short time
 21 (approximately two minutes) about their objectives and experiences.
- 22 5. At the national level only, once the nomination forms have been received, the executive director
 23 shall provide the chairperson of elections with a copy of the Candidates' List including the
 24 office(s) for which candidates were nominated, and copies of the nomination forms submitted
 25 by the provincial councils.
- 26 6. After the Candidates' List is posted at the beginning of the elections procedure, the chairperson
 27 introduces the candidates for office.
- 28 7. At the national level only, the procedure for electing national officers is conducted within the
 29 context of a liturgical service and according to the Rite of Election of Officers as outlined in the
 30 *Handbook for Spiritual Advisors* and the *Ceremonies Booklet*.

- 1 8. For elections at every level except the parish level, the chairperson explains the instructed vote.
2 Instructed vote means that on the first ballot, the voting delegate must vote for her council's
3 nominees as previously determined by the council executive. If she is unsure about her council's
4 nominees, she should ask to see her council's completed nomination form. If the voting delegate
5 does not have an instructed vote from the executive, the council forfeits its privilege to vote on
6 the first ballot and all subsequent ballots for that position. If a voting delegate does not attend
7 the convention, the council forfeits its privilege to vote. If there is no majority on the first ballot,
8 then the voting delegates are free to vote on the second and any subsequent ballots, and those
9 voting delegates are free to vote for the nominee of their choice in any succeeding ballots. See
10 Part XV, Section 3.
- 11 9. The chairperson of the nominations and elections committee requests a decision from the
12 voting members as to whether or not the result of any ballot will be made known. (This could
13 apply when no majority has been obtained or if there is a tie vote. The number of votes and
14 corresponding name for each candidate for a particular position could then be shown only to
15 the voting delegates in confidence prior to the next ballot being taken.)
- 16 10. When a president-elect has served a two-year term, she automatically becomes president. The
17 voting will commence therefore, with the office of president-elect and continue in the order
18 outlined in Part XI, Sections 1 – 3. Where the office of president-elect is vacant and there is no
19 president-elect to become president, voting will commence with the office of president.
- 20 11. A member may be nominated for more than one office and when elected to an office, her name
21 is removed from the Candidates List for other offices. When instructed votes apply and this
22 happens, voting delegates are released from their instructed vote and each voting delegate may
23 vote for the candidate of her choice.
- 24 12. If there is only one candidate for an office, a voting delegate moves that the candidate be
25 declared elected, to be seconded by another voting delegate, and then voted on by all voting
26 delegates.
- 27 13. Election of Officers shall be by majority vote with the exception of standing committee
28 chairpersons:
- 29 a. When a majority vote (more than half) has been obtained, the successful candidate shall be
30 declared elected by the president.
- 31 b. When no majority vote has been obtained, a second ballot will then be taken and, if
32 necessary, a third.
- 33 c. If three ballots fail to produce a majority vote for one candidate, then the candidate
34 receiving the highest number of votes shall be declared elected. In the event of a tie vote on
35 the third ballot, a fourth ballot will be taken using only the names of the tied candidates.
- 36 14. Election of Chairpersons shall be by plurality vote:
- 37 a. The chairperson announces the number of chairpersons required to be elected.
38 Chairpersons are not elected to a specific standing committee.
- 39 b. Standing committees are assigned to chairpersons at the executive meeting immediately
40 following election.
- 41 c. If only the required number of candidates are standing for the office of chairperson, a voting
42 delegate moves that the candidates be declared elected, to be seconded by another voting
43 delegate, and then voted on by all voting delegates.

- 1 4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote,
2 both for and against. Record the number of voting delegates present and voting (parish council
3 presidents or designates) both for and against the proposal. If a majority of the voting delegates
4 present and voting have voted in favour of the proposal, then the instructed vote that the
5 diocesan president will take to the provincial convention is "YES." If there is not a majority in
6 favour of the proposal outlined in the Notice of Motion, then the instructed vote to be taken to
7 the provincial convention is "NO."
- 8 5. Complete the Diocesan Council Instructed Vote Form, if circulated, with the information
9 requested. Both the president and the secretary sign the form. Keep one copy of the form and
10 send one copy to the provincial president at least two weeks prior to the provincial convention.
11 Bring your copy to the provincial convention to ensure that you vote as instructed.

12 Provincial Council Presidents

13 If the provincial executive has prepared the Notice of Motion, please skip to the section heading
14 "National President" and replace "national" with "provincial" and "provincial" with "diocesan" in all
15 instances. If this is a national Notice of Motion, please follow points 1 to 5 outlined here.

- 16 1. Schedule a time on the agenda of the provincial convention to hold the vote on the proposal
17 outlined in the Notice of Motion.
- 18 2. Upon receiving the diocesan council voting forms, note the results of the votes to ensure that
19 the voting delegates vote as instructed.
- 20 3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the
21 members that only the voting delegates (diocesan presidents or designates) may vote and they
22 must vote as instructed by their diocesan council.
- 23 4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote,
24 both for and against. Record the number of voting delegates present and voting (diocesan
25 presidents or designates) both for and against the proposal. If a majority of the voting delegates
26 present and voting have voted in favour of the proposal, then the instructed vote that the
27 provincial president will take to the national convention is "YES." If there is not a majority in
28 favour of the proposal, then the instructed vote to be taken to the national convention is "NO."
- 29 5. Complete the Provincial Council Instructed Vote Form, if circulated, with the information
30 requested. Both the president and the secretary sign the form. Keep one copy of the form and
31 send one copy to national office at least two weeks prior to the national convention. Bring your
32 copy to the national convention to ensure that you vote as instructed.

33 National President

- 34 1. Schedule a time on the agenda of the national convention to hold the vote on the proposal
35 outlined in the Notice of Motion.
- 36 2. Upon receiving the provincial council voting forms, note the results of the votes to ensure that
37 the voting delegates vote as instructed.
- 38 3. When the proposal outlined in the Notice of Motion comes up on the agenda, inform the
39 members that only the voting delegates (provincial presidents or designates) may vote and they
40 must vote as instructed by their provincial council.
- 41 4. Read (or have someone read) the proposal outlined in the Notice of Motion and take the vote,
42 both for and against. Record the number of voting delegates present and voting (provincial
43 presidents or designates) both for and against the proposal. If a majority of the voting delegates

1 present have voted in favour of the proposal, then the proposal is adopted. If there is not a
2 majority in favour of the proposal, then the proposal is lost.

3 Sample of instructed vote for a per capita fee increase

4 Parish Instructed Vote

5 At a meeting of _____ CWL Council of
6 (name of council)

7 _____ held on _____, members
8 (city/town/province) (month/day/year)

9 voted on the Notice of Motion to raise the (diocesan) (provincial) (national) per capita fee
10 from _____ to _____ effective _____.
11 (present amount) (proposed amount) (month/day/year)

12 Number of members attending the meeting _____

13 Affirmative _____ Negative _____
14 (For information at diocesan level only.)

15 Motion adopted/lost or rejected _____

16

17 Sample Recording of Instructed Vote

18 No. of Councils	No. of Councils	Motion
19 Affirmative	Negative	Carried/Defeated
20 _____	_____	_____

21

22 **MEMBERSHIP FEES**

23 The annual membership fee is payable at the parish level and due on January 1st. The fee is
24 comprised of the current national (\$13.00), provincial (determined by each provincial council) and
25 diocesan (determined by each diocesan council) per capita plus the amount agreed by the parish
26 council to be retained for the operation of the parish council. [C&B, Part XVII, Section 4]

27 Parish councils may choose to pay their per capita fees to national office using a manual process or
28 using the online membership database through a secure website.

29 Membership lists: National office forwards computerized membership lists (in duplicate) to parish
30 councils in October of each year along with a set of detailed instructions on how the lists should be
31 completed. After the membership list has been updated/corrected and the per capita fees
32 calculated, the chairperson of organization/membership, with the council treasurer, completes the
33 Parish Council Remittance Form for Per Capita Fees, issues a cheque and forwards the same to

1 national office, keeping one copy for council records and requesting an updated list of unpaid
2 members. If using online membership, see lines 17-23.

3 It is important for parish councils to remit per capita fees to national office by February 28th
4 because diocesan, provincial and national levels depend on these fees to operate. Payment by
5 February 28th also ensures that members continue to receive all issues of *The Canadian League*
6 magazine to which membership entitles them. It is not necessary to wait until all members have
7 paid their membership fees before remitting to national office. A New and Renewed Members List
8 form is available for late-paying and new members.

9 Fees Processed: Membership lists with per capita fees are processed at national office in the order
10 in which they are received.

11 Underpayments and overpayments found on the Parish Council Remittance Form for Per Capita
12 Fees that accompanies a parish council membership list will be handled as follows:

- 13 ▪ National office will not request a per capita underpayment of \$25.00 or less.
- 14 ▪ National office will not refund a per capita overpayment of \$25.00 or less.

15 National office forwards provincial and diocesan portions of the fees to the respective treasurers
16 following the end of each month.

17 Online Membership Process: Contact national office for information on how to register for online
18 administration through a secure website and to use a pre-authorized debit payment system for
19 payment of per capita fees. The online system may be used to request a new member be added;
20 update a member's name, address or other information; request an update to a member's years of
21 service; request a transfer between councils; report a deceased member; cancel a renewal when a
22 member will not be returning; or request a replacement membership card. The reports feature
23 allows for access to and printing of current paid, unpaid and deceased members.

24 INCREASING MEMBERSHIP FEES

25 An increase in the membership fee of an individual parish council is determined by the
26 recommendation of the parish council executive, followed by a notice of motion at a parish council
27 meeting, and approved by a majority (greater than 50%) of the members voting at the next
28 meeting. Parish council members shall be notified of this agenda item 30 days prior to the vote.

29 The membership fee is that fee determined by each parish council and includes diocesan, provincial
30 and national per capita fees, as well as the fee (if any) for the parish council itself.

31 FINANCIAL PROJECTS

32 At the parish level, all financial projects shall be approved by the members at a council meeting, in
33 consultation with the spiritual advisor.

34 When considering a donation to an organization, a council is responsible to vet the organization to
35 ensure its practices are in accordance with the values and teachings of the Catholic church.

NATIONAL VOLUNTARY FUNDS

Voluntary funds constitute monies forwarded by councils through national office for disbursement annually to the appropriate agencies. Parish councils complete the National Voluntary Fund Remittance Form indicating which funds they wish to support and forward it to national office together with a cheque made out to The Catholic Women's League of Canada. A copy of this form is to be sent to the diocesan treasurer or, in provinces where there is no diocesan council, the provincial treasurer, for information.

Permanent Voluntary Funds

Four agencies are permanently assisted by donations received from members and councils of The Catholic Women's League of Canada.

- Coady International Institute – of St. Francis Xavier University, Antigonish, Nova Scotia, was founded by Dr. Moses Coady who gave leadership to the Antigonish Movement, which promotes the ideal that by learning and working together, men and women become “masters of their own destinies.” Coady offers a six-month diploma program designed for leaders engaged in the development of people-based organizations in developing countries. The students, ranging in age from 25 to 45, are persons employed with public and private sector organizations engaged in human and international development. All students sign a commitment to return to their country of origin upon completion of the program and are required to undertake a Diploma Study Project that relates the students' work at home to Coady's formal training.
- Canadian Catholic Organization for Development and Peace (CCODP) – established in 1967, is Canada's official Catholic overseas development organization launched by the Canadian Conference of Catholic Bishops. CCODP has helped support projects such as grassroots community development, literacy programs, mother and child health care, skills training, agricultural programs and emergency relief. CCODP also supports educational programs, helping make Canadians more aware of the problems and goals of people in developing countries. CCODP's primary sources of funds are the yearly Share Lent campaign, Canadian International Development Agency and donations from individuals and groups. Since 1969, the League has supported women's projects in developing countries funded by CCODP through the “1% Program.” Brochures are available free of charge from national office.
- Catholic Missions In Canada (CMIC) – CWL Mission Partners Fund raises funds to provide missionaries with the tools they need to catechize throughout 24 mission dioceses found within Canada. CWL Mission Partners, in conjunction with the League, supports six religious education programs.
- Catholic Near East Welfare Association (CNEWA) – raises funds to support Eastern Catholic churches by building up the church, affirming human dignity and alleviating poverty, encouraging dialogue and inspiring hope.

Temporary Voluntary Funds

Temporary voluntary funds may be established by national council from time to time as deemed appropriate and will be identified as such and assigned an expected end date.

- 1 • The Euthanasia Prevention Coalition (EPC) fund was established by national council in 2015
2 with a term not to exceed five years in duration. EPC seeks to present a united voice in
3 presentations to governments with respect to issues related to euthanasia and assisted suicide,
4 to network and exchange information, to develop and promote materials to educate the public,
5 to build a research team for collecting information, to organize events, to create the opportunity
6 for informative debate and to establish and build compassionate care community services.

7 AUDITORS AND AUDIT OF ACCOUNTS

8 The treasurer shall maintain the financial records of the council concerned and have them
9 appropriately audited or examined annually.

10 The word “examined” implies a less professional procedure than engaging an accountant to audit
11 the council’s financial statements, revenues and expenditures.

12 At the parish level, a member knowledgeable in parish council activities and financial undertakings,
13 with banking or bookkeeping experience, could be invited to examine the council books for a
14 minimal charge or gift of appreciation.

15 At the diocesan or provincial levels, however, a professional audit of accounts may be advisable if
16 the transactions and monies handled merit auditing standards (at professional fees). The decision
17 to “examine” or “audit” is made by the council concerned.

18 GENERAL LIABILITY INSURANCE

19 **Parish General Liability Insurance**

20 Commercial general liability insurance is provided to parish councils, the cost of which is to be
21 remitted with per capita fees. Proof of insurance is provided to all parish councils in the spring
22 parish council mailing.

23 Limit of Liability: \$2,000,000 per occurrence/\$5,000,000 annual aggregate limit

24 Effective Date: January 1st to December 31st annually

25 Who Is Covered by the Policy?

- 26 • All persons acting within the scope of their duties as assigned by or on behalf of a recognized
27 parish council of The Catholic Women’s League of Canada.

28 Potential claimants wishing to file a claim against a parish council of The Catholic Women’s League
29 of Canada are advised to contact national office where they will be directed to discuss their claim
30 with an independent insurance agent.

31 **Diocesan and Provincial General Liability Insurance**

32 Commercial general liability insurance is mandatory for diocesan and provincial executives. Annual
33 premium rates are set by the insurer and are communicated to the executives. Proof of insurance is
34 provided to all diocesan and provincial executives upon payment of the annual premium.

35 Limit of Liability: \$2,000,000 per occurrence/\$5,000,000 annual aggregate limit

36 Effective Date: January 1st to December 31st annually

1 Who Is Covered by the Policy?

- 2 • All persons acting within the scope of their duties as assigned by or on behalf of a recognized
3 diocesan or provincial council of The Catholic Women’s League of Canada.

4 NOTE: Considering the varying degree of risk based on their activities and financial situation,
5 provincial and diocesan executives are strongly encouraged to subscribe to the directors’ and
6 officers’ liability insurance obtained by provincial councils. Director’s and officers’ liability
7 insurance reimburses (in part or in full) the costs resulting from law suits and judgments arising
8 out of poor management decisions, employee dismissals, member grievances, and other such acts
9 committed in good faith. Criminal offenses are not covered under this insurance.

10 **Summary of General Liability Coverage at Parish, Diocesan and Provincial Levels**

11 This summary is for information purposes only. Policy declarations and wordings for current
12 coverage are available upon request. Words and phrases that appear in quotation marks have a
13 special meaning as described in the definitions section of the policy. Summary of coverage as
14 follows:

- 15 1. Coverage A – “Bodily Injury,” “Personal Injury” and “Property Damage” Insuring Agreement –
16 To pay on behalf of the insured all sums (including prejudgment interest) that the insured shall
17 become obligated to pay by reason of the liability imposed by law upon the insured or assumed
18 by the insured under “contract” for “compensatory damages” because of:
19 a. “bodily Injury” sustained by any person or persons;
20 b. “personal Injury”;
21 c. “property damage” due to an accident or “occurrence.”
22 during the Policy Period and in the “Coverage Territory,” subject to the limits of liability,
23 exclusions, conditions and other terms contained in the Policy.
- 24 2. Coverage B – Advertising Injury Insuring Agreement – The insurer agrees to pay on behalf of
25 the insured those sums the insured becomes legally obligated to pay as compensatory damages
26 because of “Advertising Injury” to which insurance applies. Subject to exclusions, this insurance
27 applies only to offences arising out of the insured’s business activities.
- 28 3. Coverage C – Medical payments Insuring Agreement – The insurer agrees to pay to or for each
29 person who sustains “bodily injury” caused by accident all reasonable medical, surgical, x-ray,
30 dental, ambulance, hospital, professional nursing and funeral services expense incurred within
31 one year from the date of the accident on account of such “bodily injury,” provided such “bodily
32 injury”:
33 a. occurs on premises the named insured owns or rents;
34 b. occurs on ways next to premises the named insured owns or rents; or
35 c. arises from operations with respect to the named insured is afforded coverage for “bodily
36 injury” liability under this policy.
- 37 4. Coverage D – Tenants Legal Liability Insuring Agreement – To pay on behalf of the insured all
38 sums which the insured shall become legally obligated to pay as “compensatory damages” for
39 injury to or destruction, including loss of use, of premises of others (including building fixtures
40 permanently attached thereto) rented to or occupied by the named insured, if such injury or
41 destruction is caused by accident occurring during the term of this policy.

- 1 5. Names of councils celebrating 25, 50, 75, and every 5th anniversary beyond 75 years will be
2 printed.
- 3 6. Names of members celebrating birthdays of 100 years and over will be printed.
- 4 7. In the event of the death of a member of the current national executive or an honorary life
5 member, an obituary and picture will be published; for life members, an obituary notice will be
6 published.
- 7 8. Councils that have received authorization from the national executive for the production and
8 sale of items bearing the CWL crest may submit a small advertisement describing the item. Such
9 advertisements will be printed if space is available.
- 10 9. An honorarium will be offered at the discretion of the editorial board for solicited
11 articles/photos that have been requested.
- 12 All submissions for publication should be sent to:
- 13 CWL National Office, C-702 Scotland Ave., Winnipeg, MB R3M 1X5
14 Facsimile: (204) 927-2321 e-mail: communications@cwl.ca
- 15 Deadlines dates for submission are listed in each issue of *The Canadian League*.
- 16 Note: Archived articles that have been published in *The Canadian League* are available from
17 national office and on the CWL website.

ON THE SPOT COUNCIL SUBMISSIONS

19 On the Spot, a designated page on cwl.ca, is a member-driven creative outlet that serves the
20 purpose of spreading the good news of parish council events. It provides frequent coverage of
21 council events and remains a work in progress, constantly dependent on input from members.

On the Spot Guidelines:

23 Submissions that meet the following criteria will be posted to the website:

- 24 1. Each submission shall be typed and not exceed one paragraph or about 50 words.
- 25 2. Each submission shall be limited to one topic and one photograph.
- 26 3. Councils may send more than one submission.
- 27 4. Items must be about CWL events. How was the CWL involved?
- 28 5. Council title and location must be mentioned.
- 29 6. Items should be new or innovative and able to be replicated by councils.
- 30 7. There will be limited focus on council anniversaries, service pins, members' years of service
31 and members' birthdays. They may be listed. Details will be included only if there is
32 significant importance to the event.
- 33 8. In order to ensure the highest quality photographic reproductions in all communications, it is
34 important to supply well lit, blur free, high resolution photographs (ideally 300 dpi).
35 Whenever possible please submit the original photograph (either electronically or by mail).
- 36 9. Photographs should be cropped to eliminate distracting details and provide better balance.
- 37 10. Newspaper articles will be eliminated unless they are clearly readable and authorization to
38 reprint has been received.

- 1 11. Personal comments shall be excluded or edited out.
2 12. The executive director in consultation with the communications chairperson may decide not
3 to publish a submission.

4 COUNCIL FACEBOOK GUIDELINES

5 Councils are engaging through various social networking sites and Facebook is finding a prominent
6 role in that list. Recommendations for use of and subsequent monitoring of a Facebook page for
7 parish councils should include/observe/practice the following:

8 Do:

- 9 • Request written permission if the council intends to use the League crest.
- 10 • Assign one or two administrators to moderate the account and post messages.
- 11 • Be respectful of the League and its members.
- 12 • Know your members and tailor content to their needs.
- 13 • Engage your members. Ask for feedback, ask questions, communicate with them, etc.
- 14 • Reply to questions as quickly as possible.
- 15 • Use a recognizable profile picture.
- 16 • Promote the League through your own contacts. Follow others first, comment, like, etc.
- 17 • Keep posts brief, timely and concise.
- 18 • Compose posts carefully and thoughtfully. You do not want to offend or harm the reputation of
19 the League.
- 20 • Proofread and be sure material referenced is accurate before publishing.
- 21 • Vary your posts (text, links, photos, videos, etc.) and vary your content.
- 22 • Post at strategic times during the day based on your audience. Facebook posts should be limited
23 to one or twice per day to encourage engagement.
- 24 • Share posts and information relevant to your members from the national Facebook page.
- 25 • Tag other people and businesses when mentioned in photos, text posts, etc., but be considerate
26 of those you are tagging. Be courteous and ask permission first.
- 27 • Be aware that individual members do not speak on behalf of the League.
- 28 • Be sure to indicate when views are personal, and not the League's.
- 29 • Periodically update the "About" page.

30 Don't

- 31 • Post private matters on a public wall. Use private messaging.
- 32 • Overshare/Overpost.
- 33 • Abuse hashtags.
- 34 • Oversell/overmarket.
- 35 • Let your page become dormant.
- 36 • Use Caps Lock.
- 37 • Repeat the same post.

SECTION 11: GOVERNANCE OF THE ORGANIZATION

C&B PURPOSE AND AMENDMENT (C&B PART XXI)

Why does the League need a Constitution & Bylaws?

A Constitution & Bylaws (C&B) is a set of fundamental laws outlining the agreed basic principles, structure and purposes of an organization and the rights of its members. It also defines the powers of officers, how they are selected and their term of office.

Bylaws are the basic rules of an organization, adopted by its members to control the affairs of that organization.

The C&B is to be used with discretion, common sense and respect for individual members, their rights, privileges and responsibilities. To become acquainted with its use, it would be worthwhile if a few minutes were allotted at each general or executive meeting to review an article or section. Such a review will encourage members' awareness of how the organization operates. It is important that each member has a copy of the C&B.

Amendment of Constitution & Bylaws

A Constitution & Bylaws Amendments Committee, comprised of the past national president (as chairperson of laws), the national president, the national president-elect and other members as required and appointed by the national president, reviews proposed revisions. The amending process, from submission to voting and implementation, will take two years for completion. The committee is dissolved upon completion of the amendments procedure.

General Rules

1. An amendment should be proposed for the betterment of the organization. Changing the structure and bylaws should not be done without putting something superior in its place; members should recognize it is a serious responsibility to initiate change through amendments.
2. A proposed amendment must be substantive or permanent in content versus a change that addresses a temporary or internal problem.
3. Sufficient reasons for proposing the amendment must be stated on the submission form before it will be considered by the committee.
4. A proposed amendment shall address a change to the constitution or bylaws only. A proposed amendment to the C&B is not required to change a procedure that appears in the *National Manual of Policy and Procedure*.
5. A proposed amendment must not impose a financial burden on members or councils without their consent.
6. Any member may propose an amendment. The amendment must be submitted on the official amendment form.
7. Formal Presentation and Adoption of Amendments

Parish Council – A member submits the proposed amendment on the official amendment form to the parish council regular meeting. The amendment is read by the past president. The

1 member who submits the proposed amendment to the meeting moves its adoption. It is
2 seconded and opened for discussion. At this time, it may be amended or deferred. A two-thirds
3 majority decides its fate. If adopted, the past president is responsible for:

- 4 • ensuring that the president and secretary sign the amendment form to verify that the
5 amendment was accepted by a two-thirds majority vote by the council
- 6 • sending the amendment, immediately following the meeting, to the diocesan president for
7 the upcoming annual diocesan convention

8 Diocesan Council – The diocesan president receives all accepted parish council amendments
9 and any proposed amendment submitted on an official amendment form by a diocesan officer.
10 The amendment is presented at the diocesan convention by the diocesan past president who
11 moves its adoption. It is seconded and opened for discussion. At this time, it may be amended or
12 deferred. A two-thirds majority vote decides its fate. If adopted, the past president is
13 responsible for:

- 14 • ensuring that the president and secretary sign the original amendment form to verify that
15 the amendment was adopted by a two-thirds majority vote by the council
- 16 • sending the amendment, immediately following the annual diocesan convention, to the
17 provincial president for the upcoming annual provincial convention

18 Provincial Council – The provincial president receives all diocesan amendments and any
19 proposed amendments submitted on an official form by a provincial officer. The amendment is
20 presented at the provincial convention by the provincial past president who moves its adoption.
21 It is seconded and opened for discussion. At this time, it may be amended or deferred. A two-
22 thirds majority vote decides its fate. If adopted, the past president is responsible for:

- 23 • ensuring that the president and secretary sign the original amendment form to verify that
24 the amendment was adopted by a two-thirds majority vote by the council
- 25 • sending the amendment, immediately following the annual provincial convention, to the
26 national chairperson of laws to meet the deadline of August 31st

27 National Council – An officer at the national level may also submit a proposed amendment on an
28 official amendment form to the executive of the national council for approval by a two-thirds
29 majority vote prior to submission to the national chairperson of laws.

- 30 8. A proposed amendment must be submitted to the national chairperson of laws by August 31st.
- 31 9. At any time prior to the circulation of a proposed amendment to the general membership, the
32 originating council may withdraw the proposed amendment.
- 33 10. The committee will review and consider all submitted proposed amendments and compile
34 submissions according to article, section and subsection. The committee may:
 - 35 • combine proposed amendments dealing with the same article, section and subsection,
36 where feasible
 - 37 • contact the submitter when wording, meaning or reasons stated need further clarification
 - 38 • edit submissions for grammatical and spelling errors and to ensure word/sentence
39 standardization without changing the intent of the original proposal
 - 40 • prepare any additional proposed amendments required if a submission affects other
41 articles, sections and subsections

1 voted in favour of the amendment, then the proposed amendment is adopted. If there are
2 not two-thirds in favour of the proposed amendment, then the proposed amendment is lost.

3 14. Amendments adopted by instructed vote at the annual national convention require the
4 approval of the Canadian Conference of Catholic Bishops. This approval shall be applied for
5 within sixty (60) days following the annual national convention and no amendment shall enter
6 into force or be acted upon prior to approval being received. Duly adopted amendments are
7 forwarded to and retained by Industry Canada.

8 **P&P PURPOSE AND REVISION**

9 Purpose: The *National Manual of Policy and Procedure* is complementary to the C&B because it
10 provides more detailed information and helpful examples on how to best implement League
11 policies. This policy is meant to provide a common standard for councils at all levels to follow when
12 performing the work of the League.

13 Revision: Councils and members are encouraged to forward proposed revisions to this manual
14 using the form found on the website and submit them to national office by December 1st. Proposed
15 revisions to this manual may not conflict with existing League policy in the C&B. If the revision
16 being sought does conflict, then an amendment to the C&B must first be requested using the
17 procedure outlined on page 151.

18 The national chairperson of laws shall be responsible for reviewing all proposed revisions to this
19 manual and submitting her recommendations to the national executive for approval at its winter
20 meeting.

21 **PARLIAMENTARY PROCEDURE (C&B PART XXI)**

22 **Rules of Order**

- 23 1. *Robert's Rules of Order* shall apply to those questions of parliamentary procedure not specified
24 in the *Constitution & Bylaws* or adopted as standing rules of convention.
25 2. A parliamentarian may be appointed for the convention at the discretion of the president.

26 Rules of order are the rules necessary to conduct business meetings in an orderly fashion, with due
27 regard for the opinion of all members and in order to complete as much business as possible in as
28 short a time as possible.

29 The Catholic Women's League of Canada has adopted *Robert's Rules of Order* as the parliamentary
30 authority for conducting business meetings at all levels.

31 Knowing and understanding the basic principles behind the rules of order is the first step in
32 learning how to take part in a democratically run business meeting. Not everyone who attends
33 meetings is able to memorize a long set of detailed rules; but everyone can learn the democratic
34 principles underlying the rules. The rules follow logically from the principles behind them. When
35 the basic principles are understood, the rules often become self-evident without having to refer to
36 the book of rules.

1 The basic principles are:

- 2 1. That all members have equal rights and obligations. These include proposing motions,
3 seconding motions, amending motions, expressing a point of view, asking questions,
4 nominating, running for office and voting.
- 5 2. That the majority rules. All motions are decided by a majority vote except when the bylaws
6 state otherwise or when the rights of the members are involved.
- 7 3. That the minority be heard. All members have the right to express their views and to have
8 those views respected.
- 9 4. That only one matter be under consideration at one time. Questions or issues are presented to
10 the assembly in the form of motions and only one main motion can be dealt with at a time. It
11 must be settled in some way before another subject can be proposed. Secondary motions (i.e. to
12 amend, to refer to a committee) may be presented at the same time as a main motion in order to
13 settle the main motion.
- 14 5. That all matters be open to full and free discussion before decisions are made on them.
15 Members have the right to discuss matters before the assembly, as long as the rules of the
16 organization are followed. Members also have the right to be informed on the issue and its
17 effect before voting on it.
- 18 6. That the chair be impartial. To be fair to the members during discussion, the chair must remain
19 impartial. If the president wishes to state an opinion while presiding at a meeting, she must
20 vacate the chair. There are occasions when other officers or members should retain
21 impartiality.
- 22 7. That simplicity and good will prevail. Simple, easily understood procedures are the ideal and
23 will promote good will. Confusing technicalities may lead to dissension.

24 **Standing Rules of Convention**

25 Each convention sets its own standing rules in accordance with *Robert's Rules of Order*. They are
26 applicable for the duration of the convention in session only. Even though the standard rules may
27 be the same from one year to the next, the rules must be adopted by each new convention. Copies
28 should be available to all who register.

29 Standing rules are printed in the annual report and program book. At the beginning of the business
30 session of a convention, a motion is proposed, debated and voted on to adopt the standing rules of
31 the convention. This motion requires a two-thirds vote. To rescind or amend the rules once they
32 have been adopted requires a two-thirds vote. To suspend a rule requires a majority vote.

33 Sample standing rules are found in Appendix 3.

34 MOTIONS

35 **How to Introduce and Process a Motion**

- 36 1. Member rises to address the chair – “Madam President” and waits for recognition. Chair
37 recognizes the member, by name, if possible. More than one person may have stood at the same
38 time, so it is the duty of the chair to decide who to recognize first.

- 1 2. Member presents a motion or resolution – “I move that ...” or “I move the adoption of the
2 following resolutions...”
- 3 3. Another member must second the motion. This is simply to show that more than one person is
4 interested in discussing the proposal. If there is no seconder, the motion is not accepted.
- 5 4. Chair restates the motion and opens it for debate – “It has been moved and seconded that...; is
6 there any debate?”
- 7 5. Debate takes place. Mover usually speaks first. Members must be recognized by the chair before
8 speaking. Debate must be relevant to the topic. All remarks must be addressed to the chair.
9 Each member has the right to speak and no member should be allowed to speak a second time
10 until all others have had a chance to speak. If necessary, time limits on speeches or on the length
11 of the debate can be set by the members. The member speaking must avoid attacking the
12 motives of other members. It is at this point that the motion can be amended or postponed or
13 referred to a committee. When there is no further debate, the chair restates the motion and asks
14 “Are you ready to vote?”
- 15 6. Chair takes the vote – “All those in favour of the motion, please raise your hand”; “All those
16 opposed, please raise your hand.” The chair must always ask for the negative vote even if all
17 have voted in favour because members have a right to change their vote up until the vote is
18 completed.
- 19 7. The chair announces the result of the vote – “The motion is adopted,” or “The motion is lost or
20 rejected.” This announcement is necessary so that it can be recorded in the minutes accurately.
21 If anyone is in doubt as to the result of the vote, she may ask for a counted vote and this must be
22 taken. Motions are adopted by a majority vote unless some other figure is stipulated in the rules
23 of the group. After giving the result of the vote, the chair should give direction for the action to
24 be taken as stated in the motion. Example: “The motion is adopted. The treasurer will please
25 send a cheque to...”
- 26 8. The next item of business is introduced to indicate the end of that motion. No further debate on
27 that subject should be allowed.
- 28
- 29

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APPENDIX 2: ETHICAL GUIDELINES

Baptism in the life and mission of Jesus Christ involves ongoing faithfulness to the life and the mission of the church. The mission of The Catholic Women’s League of Canada flows from the Mission Statement as:

The Catholic Women’s League of Canada
calls its members to grow in faith,
and to witness to the love of God
through ministry and service.

The Mission Statement pledges each member to try, as far as humanly possible, to conduct herself, with love and care, in a manner respectful of those whom she serves.

As the *Catechism of the Catholic Church* quotes from Pius XII in his February 20, 1946, Discourse: “Lay believers are in the front line of Church life....they in particular ought to have an ever-clearer consciousness not only of belonging to the Church, but of being the Church, that is to say, the community of the faithful on earth under the leadership of the Pope, the common Head, and of the bishops in communion with him. They are the Church.” (899) These ethical guidelines are also, therefore, situated within the context of lay ministry and participation as members in the common mission of the church.

In response to an emerging consensus in recent years about the need for clearer ethical guidelines in Catholic institutions and associations, the League recognizes its responsibility to provide a set of clear ethical guidelines for its members, in keeping with both the Mission Statement and the Objects of the League.

The Objects of the League shall be to unite Catholic women of Canada:

1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic church
3. to exemplify the Christian ideal in home and family life
4. to protect the sanctity of human life
5. to enhance the role of women in the church and society
6. to recognize the human dignity of all people everywhere
7. to uphold and defend Christian education and values in the modern world
8. to contribute to the understanding and growth of religious freedom, social justice, peace and harmony

GENERAL NORMS OF BASIC RESPECT AND CARE

Catholic moral and social teachings are founded on the affirmation of the sacred dignity of every human person created in the image and likeness of God. (Genesis 1)

(Note: The bracketed numbers that follow in the guidelines refer to the corresponding Objects of the League.)

- 1 In all areas of service, members are called upon to:
- 2 • Speak and act in a manner that is consistent with the common mission of the church (2)
 - 3 • Maintain an active relationship and good standing with the Catholic church (2)
 - 4 • Seek ongoing faith education and spiritual development (1)
 - 5 • Speak and act in ways that respect the equal dignity and worth of every individual (6)
 - 6 • Speak and act in ways that reach out to those who are suffering, weak or vulnerable (6)
 - 7 • Demonstrate respect for diverse cultures (8)
 - 8 • Avoid discrimination “based on race, national or ethnic origin, colour, religion, sex, age or
 - 9 mental or physical disability” (*Canadian Charter of Rights and Freedoms*) (8)
 - 10 • Refrain from and protect others from any form of coercion, intimidation, questionable
 - 11 behaviour or abusive words or actions (6)

12 **TRANSPARENCY AND TRUST IN RELATIONSHIPS**

13 Christian leaders are called to be “good shepherds” who care about those whom they serve and who
14 refrain from exploiting their position for their own personal interests or agenda. (John 10, 1 Peter
15 5)

- 16 Where League service involves confidential communication, counseling and trust, members should:
- 17 • work always to promote the interests and well-being of those being served, refraining from
 - 18 exploiting relationships of trust and authority
 - 19 • treat all communications from those they serve with confidentiality except when permission for
 - 20 disclosure is granted
 - 21 • understand the limits of their own competence and make referrals to other professionals when
 - 22 appropriate

23 **RELATIONSHIPS WITH YOUNG PERSONS**

24 Jesus encouraged His disciples to welcome and reach out to children (Mark 10) and His teachings
25 underline the need to develop a moral environment that protects the well-being of young people.

- 26 In any outreach to young persons, members should exercise ethical vigilance and:
- 27 • promote programs or services for children and adolescents aimed at a healthy, integrated
 - 28 development of the young person’s faith, values, personality, talents and mental and physical
 - 29 abilities
 - 30 • promote the rights and dignity of young people while remaining mindful of parental rights and
 - 31 obligations
 - 32 • promote respect for the young person’s cultural background and identity
 - 33 • foster a culture that promotes balanced and reasonable goals for young people
 - 34 • monitor and report any form of behaviour, inappropriate speech and over-familiarity towards
 - 35 young persons
 - 36 • ensure that two adults are always present when accompanying one or a group of young persons
 - 37 or when transporting them

RELATIONSHIPS WITH COLLEAGUES AND THE CLERGY

Jesus Christ called His disciples to a new type of servant leadership that sees authority as a form of dedicated service rather than an entitlement or privilege (Mark 10)

These guidelines are relevant to members in leadership roles in the League.

- Treat leadership responsibilities as a work of dedicated service rather than as a form of entitlement or privilege.
- Foster transparency and accountability to fellow members as well as to those who are served by keeping them informed of policies, procedures and decisions related to their field of service, including any changes affecting them.
- Solicit and attend to feedback from members and those who are served.
- Exercise good stewardship of resources entrusted to one's care and employ good financial practices.
- Recognize that good judgement is achieved through consultation rather than through isolated decision-making.
- Follow established rules of fair procedure at meetings, in committees and when making executive decisions.
- Seek advice and counsel of clergy, colleagues and other professionals whenever it is in the best interest of those being served.
- Promote solidarity, justice and service in a spirit of collaboration.
- Refrain from maligning other members or the clergy.
- When conflict occurs, seek dialogue, reconciliation and counsel, and if necessary, professional mediation.
- Take collegial and responsible action when concerns about or direct knowledge of misconduct occur.

PERSONAL COMMITMENTS AND RESPONSIBILITIES

The lay faithful are called to live with integrity and to be strong in their inner selves (Ephesians 3:16). In order truly to love one's neighbour as themselves, members must also care for their own spiritual, physical and psychological needs.

CIVIC DUTIES

Because the League is a Catholic lay association, its services and activities are important elements of the dynamic civil society life that is so vital to free democracies. Members should strive to be engaged citizens as well as faithful members of the church.

The following guidelines apply to all areas of League service.

- Speak and act in a manner that is consistent with the "supremacy of God and the rule of law" (*Canadian Charter of Rights and Freedoms*). (6)
- Speak and act in ways that promote a "culture of life" and respect the inviolable right to life of all human beings. (4)

- 1 • Speak and act in ways that respect and promote the Catholic vision of marriage and family life.
2 (3)
- 3 • Promote justice in relationships with others, especially on behalf of persons in need. (6)
- 4 • Encourage informed public debate on issues of social and moral concern. (7)
- 5 • Foster responsible and active citizenship in a pluralistic, democratic country. (8)

SCREENING PROCEDURES

7 Councils may avail themselves of the screening procedures offered by their dioceses or the local
8 police department. This procedure ensures the integrity, safety and reputation of volunteer League
9 members, in particular the positions of president, treasurer and, where relevant, the chairperson of
10 the Christian family life standing committee and any members who minister to young persons.

11 Final ratification of the screening process is the responsibility of the League's parish council
12 president.

13 Members will ensure all screening criteria are met within their work in the parish, as per diocesan
14 protocols.

15 *These guidelines have been drawn from a document prepared in 2007 by the English-Speaking Catholic Council*
16 *of Greater Montreal, following an in-depth consultative process involving both lay and clergy input, and they*
17 *have been adapted for the needs of the League. Used with permission.*

18 [The next page is page 191.]

1 APPENDIX 3: SAMPLES

2 SAMPLE AGENDA

3 Record the date, place and time of the meeting.

- 4 a. The meeting is called to order.
- 5 b. The president gives her remarks, which include announcements and details of programs or
6 activities following the meeting.
- 7 c. The League Prayer is recited by members.
- 8 d. A scripture reading/reflection or other liturgical prayer, adapted to local customs, is given.
- 9 e. The president asks for a motion to adopt the agenda.
- 10 f. If the minutes were not circulated prior to the meeting, the recording secretary reads a
11 summary of the previous general meeting and a report of executive meeting.
- 12 g. The corresponding secretary reads the list of correspondence received and, where indicated,
13 attends to outgoing correspondence or brings back under "New Business."
- 14 h. The treasurer presents the report of receipts and disbursements since the previous general
15 meeting and, where indicated, is authorized to pay accounts.
- 16 i. Reports are given from standing committee chairpersons or chairpersons of any special
17 committees. All reports are tabled with the secretary.
- 18 j. Unfinished business from minutes and reports is then dealt with and should be itemized on the
19 agenda.
 - 20 a.
 - 21 b. etc.
- 22 k. New business, if any, is dealt with and should be itemized on the agenda.
 - 23 a.
 - 24 b. etc.
- 25 l. The spiritual advisor is asked for a message and blessing.
- 26 m. The president asks – "Is there any further business to come before this meeting?" If not, then a
27 motion to adjourn is in order.

28 The meeting may close with a prayer and a hymn.

29

SAMPLE MINUTES

St. Mary Parish Council of The Catholic Women's League of Canada
Minutes of the Regular General Meeting Held on February 16, 2013

The regular general meeting of St. Mary Parish Council of The Catholic Women's League of Canada was held on February 16, 2013, at 7:00 p.m., in the parish hall.

1. President Kay Fine called the meeting to order at 7:00 p.m.
2. Spiritual Advisor Fr. James Brown led the members in the recitation of the League Prayer.
3. A scripture reading and reflection was given by Spiritual Development Chairperson Cathy Baker.
4. President Kay Fine requested the adoption of the agenda.

MOVED by Joan Smith that the agenda for the February 16, 2013, regular meeting of St. Mary Parish Council be adopted. **MOTION ADOPTED**

5. Secretary Betty Green read the minutes of the January 14, 2013, general meeting and the following correction was made: "The treasurer reported a bank balance of \$516.24." Minutes were approved as corrected. She then read a report of the executive meeting held on February 4, 2013.
6. Corresponding Secretary May Smith reported the following correspondence:
 - received a thank you from Fr. Smith for anniversary gift and information on diocesan convention from diocesan president
 - sent a sympathy card to family of Irma White
7. Treasurer Fern Plant reported a balance of \$560.00 on hand as of February 15, 2013. Financial report was filed for audit.

MOVED by Joan Smith that the bill for \$14.60 presented by Betty Green for supplies and stationery be paid. Seconded by Fran Jones. **MOTION ADOPTED**

8. Standing Committee Reports

Spiritual Development: Chairperson Cathy Baker reported on the World Day of Prayer and informed members of the Easter celebrations. Copy attached.

Organization: Chairperson Joan Smith reported that attendance at this meeting was 25 members including all the officers. Attendance report attached. Joan then described the CWL training material she had received from national office and suggested ways it could be used.

Community Life: Chairperson Thelma Baxter reported on the CCODP program, the Valentine's Day party held at the seniors' home and on the request to assist with the Cancer Fund. Report attached.

MOVED by Thelma Baxter that members of this council assist the Cancer Fund by canvassing during the drive for funds. Seconded by Ann Brown. **MOTION ADOPTED**

1 Special Committee Reports
2 Convention Committee: Chairperson Ann Brown reported that plans to host the diocesan
3 convention were progressing. A copy of the committee's report is attached.

4 9. Unfinished Business

5 Reception for First Communion – the following motion was postponed from the January
6 meeting: **MOVED** that this council purchase a rosary for each first communicant at a cost of
7 \$5.00 each. **MOTION ADOPTED**

8 10. New business

9 Recognition of Charter Members – **MOVED** by Ellen Brown that this council present 25-year
10 pins to our charter members on the occasion of the council's 25th anniversary. Seconded by
11 Fran Smith. **MOTION ADOPTED**

12 Announcements – The diocesan CWL meeting to be held on Saturday, March 17, 2013, at the
13 Diocesan Centre at 2:00 p.m.

14 11. Fr. Brown spoke about the catechetical program for adult parishioners and imparted his
15 blessing.

16 12. President Fine announced the program for the evening; an audio-visual presentation on Family
17 Life Education with a social hour to follow.

18 13. Meeting adjourned at 8:10 p.m.

19 14. Meeting closed with the Prayer to Our Lady of Good Counsel and the singing of the hymn to Our
20 Lady of Good Counsel.

21 _____
22 Betty Green, Secretary Date Approved

23 _____
24 Kay Fine, President

25 Note Points of Procedure: 7: motion to pay bill
26 9: postponed motion as unfinished business

27

SAMPLE PARISH COUNCIL BUDGET

Our Lady of Good Counsel Parish Council
January 1, 20 ___ to December 31, 20__

Estimated Receipts

Membership fees	\$ 1,500
Sale of CWL items	100
Fundraising events	
Bazaar	3,000
Card party	900
Bake sale	300
Sale of calendars	100
Interest on bank balance	<u>10</u>
	5,910

Estimated Expenditures

Per capita to national	\$ 1,300
Hall rental	250
League supplies	400
Cards and gifts for shut-ins	35
Stationery	25
Postage	50
Kitchen supplies	100
Christmas gifts	150
Convention expenses (president and spiritual advisor)	500
Honorariums	200
Donations to voluntary funds	
Coady International Institute Fund	200
National Pro-Life Fund	200
Canadian Catholic Organization for Development and Peace	200
Other donations	
Meals on Wheels	100
Breakfast program	100
Women's shelter	75
Birthright	150
Elementary school prize	50
High school leaving bursary	100
First communicants	100
New tables and chairs for the church hall	600
Bank charges	25
New initiatives if revenue allows	<u>1,000</u>
	5,910
Net Revenue	\$ 0

- 1 13. Only resolutions submitted to the resolutions committee by provincial councils or national
2 chairpersons by the deadline date set by the national resolutions chairperson shall be
3 considered for presentation to this convention.
- 4 14. Resolutions concerning urgent matters may be accepted after the deadline date and shall be
5 presented to the convention at the discretion of the resolutions committee.
- 6 15. The procedure for presenting resolutions to the business sessions shall be:
7 a. the resolutions chairperson shall read the resolutions
8 b. the president of the province submitting the resolution shall move its adoption; if more than
9 one province has submitted the resolution, the provincial presidents concerned shall decide
10 prior to the meeting who will move its adoption
11 c. the president of the province submitting the resolution, or her designate, shall speak first to
12 the resolution
- 13 16. Final wording of titles and briefs shall be the responsibility of the resolutions committee.
- 14 17. Adopted resolutions shall be printed in the fall issue of *The Canadian League*.
- 15 18. Grammatical or minor corrections to a resolution may not need to be formally amended, but
16 may be given to the resolutions committee prior to the resolution being presented to the
17 assembly.

18 **Miscellaneous**

- 19 19. No materials shall be distributed, displayed or sold at this convention without the prior
20 approval of the national administrative committee.
- 21 20. No appeals for support or collections of any kind shall be made unless a written request, clearly
22 stating the purpose and identifying the persons making the request, is presented in advance to
23 the national president and approved by the national executive.
- 24 21. Any motion adopted at this convention shall become effective at the adjournment of the
25 convention unless the motion has set an alternate time for the action to become effective.
- 26 22. Minutes:
27 a. The national president shall appoint a minutes review committee to verify the minutes of all
28 meetings of the convention.
29 b. The national executive shall approve the minutes of this convention at its winter meeting. If
30 corrections are necessary after approval, they may be made by motion at a convention.

31 [The next page is page 201.]

APPENDIX 4: REVISIONS TO THE P&P

Submission Format

Note 1: Proposed amendments to this manual **may not** conflict with existing League policy as stated in the C&B. Refer to Section 11 P&P Purpose and Revision on page 155 for additional information.

Note 2: In order for the national executive to have time to consider proposed changes to the P&P, this form must be received at national office **no later than December 1st**.

Page and Line Number(s)	Current Wording	Proposed Wording	Reason for Change

Date: _____

Name of Submitter: _____

Parish/Diocese/Province: _____

Contact Information: _____